

**INSTRUCTIONS FOR COMPLETING THE**  
**EMERGENCY MANAGEMENT EXERCISE REPORTING SYSTEM (EMERS)**  
**FORM 95-44**

**BACKGROUND:** This version of the Emergency Management Exercise Reporting System (EMERS) form 95-44 replaces all earlier versions of FEMA form 95-44, and is intended to be the data entry sheet for the Emergency Management Exercise Reporting System computer program currently being revised by FEMA. The changes made ensure the data collected meets the needs of the local, state and federal exercise/training personnel. The form is used in order for the counties to receive credit for completion of an exercise in accordance with the EMPG and SLA, so the county can receive emergency management funding. The form should be completed when any exercise (drill, orientation, tabletop, functional, or full-scale) is conducted in a county or local community and the county wants to use the exercise for credit and/or when a county wants to receive exercise credit for an actual occurrence.

The form provides for the following:

1. Addition of Mitigation to the "Focus On" block.
2. Addition of Terrorism to the scenario selections.
3. Increased detail in reporting the number of participants and specific agencies involved in exercises in regards to federal, volunteer and military areas to augment the Federal Response Plan.

The data provided on this form will be used to (1) track the annual accomplishments against required exercise cycles; (2) identify the type of hazard, objectives, scope and number of participants for each exercise; and (4) highlight for local, state, and federal emergency management trainers, planners, and exercise personnel, those areas where corrective actions need to be implemented. This includes the arenas of planning, training, personnel, equipment and/or facilities for each emergency management function.

The instructions are provided to assist you in completing the information requested for each block on the form. If you are a local official requiring assistance, or have any questions regarding the form, please contact your Regional Coordinator or Shelley Roemmich, State Exercise Coordinator/Planner at 605 / 773-3231 or [shelley.roemmich@state.sd.us](mailto:shelley.roemmich@state.sd.us). Once the form is completed and signed by the County Emergency Manager or Assistant Emergency Manager, it should be submitted to the State for approval. Mail the form to:

Shelley Roemmich, Exercise Coordinator/Planner  
SD Division of Emergency Management  
500 East Capitol Avenue  
Pierre, SD 57501

## PART I - GENERAL INFORMATION

1. **Jurisdiction:** Enter the name of your county, township, tribal organization, municipality or other local organization for emergency management.
2. **EMPG/SLA Funded:** Check **Yes** if your jurisdiction/agency is a participant in this funding program.
3. **State:** Enter the 2 character abbreviation for your state.
4. **State Region:** This block is intended to reflect **State-defined** areas, regions, administrative subdivisions, etc., that may be used by the State for day-to-day management. If the **State** does **not** use such subdivisions, leave blank.
5. **Type of Event:** The purpose of this section is to determine whether your jurisdiction /agency conducted an **exercise** or was involved in an **actual occurrence** for which exercise credit is being requested. Place a check beside either *tabletop*, *functional*, or *full scale* exercise (definitions are listed below) to indicate the level of exercise or exercise credit being requested.

To indicate you are requesting exercise credit for an **actual occurrence**, please check by actual occurrence and the highest level of government issuing a declaration.

### Definitions of Exercises:

**TABLETOP EXERCISE:** A **Tabletop** exercise is an activity in which elected and/or appointed officials and key staff with emergency management responsibilities are gathered together informally to discuss. The intent of a tabletop exercise is to allow the participants to evaluate plans, procedures, policies and resolve issues of coordination, assignment of responsibilities, interaction between departments and organizations, etc., in a non-threatening environment and under a minimum of stress. A tabletop exercise may last from 2 – 4 hours or longer, depending on the issues to be discussed.

**FUNCTIONAL EXERCISE:** A **Functional** exercise is designed to focus on testing and evaluating centralized emergency operations capabilities and the response of the various units of government, private industry, and volunteer organizations in a simulated, real-time environment. This level of exercise involves (1) EOC personnel who carry out actions and coordination as though the incident were real; (2) a team of controllers and simulators who track exercise events and related objective assessment (controllers) and represent the incident, responding field units, other levels of government not active in the exercise, etc. (controllers); and (3) a team of evaluators who assess operational capabilities based on required criteria for successful performance based on the jurisdiction's / agency's emergency management plan. A functional exercise should include, at a minimum, direction and control, and three (3) other emergency management functions as listed on the form 95-44. A functional exercise will last from 2

– 8 hours depending on the objectives and functions to be tested and are followed by an evaluation or critique.

**FULL SCALE EXERCISE:** The *Full Scale* exercise is designed to test and evaluate the operational capability of emergency management systems in an inter-active manner. The full scale exercise includes all the components of the functional exercise with the addition of the actual responding field units and personnel. This level of exercise activity should test all components of the emergency management system that would be involved in the response given the hazard selected for the exercise. A full scale exercise will last from 2 – 8 hours.

**ACTUAL OCCURRENCE:** An *Actual Occurrence* is defined as any natural, technological, national security, or terrorism event which has occurred within the jurisdiction for which a coordinated emergency response and/or recovery operation was required. This actual occurrence should deplete the capability of the jurisdiction to conduct the exercise required either under the EMPG program or the SLA. Actual occurrences include both large-scale events that have resulted in Presidential declaration, and events of lessor magnitude that still have a significant impact on the emergency management system. For an actual occurrence request for substitute credit to be considered the documentation must reflect, at a minimum, four (4) of the following:

- Participation of the Chief Elected Official or the emergency management plan designated representative.
- Activation of the local Emergency Operation Center (EOC).
- Declaration of local disaster.
- Warning of the population.
- Evacuation of the population.
- Response involving four (4) or more emergency management functions and multiple agencies.
- Response involving resources from outside the jurisdiction.

**6. Focus On:** Regardless of whether your activity is an exercise or an actual occurrence, place check(s) to denote whether the focus was on mitigation, response and/or recovery activities (definitions below).

**Mitigation:** A mitigation exercise focuses on the review and identification of existing hazards within a community and the **steps and requirements needed to reduce the potential impact** of those hazards should an emergency or disaster occur.

Response: A response exercise focuses on those **critical and immediate** measures required to save lives and protect property during an emergency. Such measures may include, but not be limited to, emergency medical services, fire, law enforcement, public works, search and rescue, debris removal, restoration of utilities, evacuation and shelter, public information, and other critical functions and public services.

Recovery: A recovery exercise is defined by focusing on those **non-critical, longer term** activities required to restore a community as closely as possible to its original condition. Recovery differs from response in that in response activities related to immediate, critical functions to the saving of lives and property, while recovery activities may, in reality, take days, weeks, or even months to complete. Recovery activities may include, but are not limited to, restoration of public facilities, streets, roads, bridges, debris removal *and disposal* from public and private lands.

7. **Dates of Event**: Enter the timeframe during which the exercise or actual event occurred. Show the dates in a month/day/year (05/15/00) format and include both the beginning and ending dates. *Do not include pre-exercise briefings, training sessions, or post-exercise critiques as a part of the exercise – the exercise should be limited to the actual dates during which participants actually were involved in exercise activities.*
8. **Hazard Scenario**: Indicate **only one (1)** item as the **PRIMARY (P)** hazard for which the exercise was conducted or an actual event for which exercise credit is being requested. However, more than one (1) **SECONDARY (S)** event or hazard may be indicated. For example, a jurisdiction may suffer a hurricane as the primary event/hazard; secondary events could include a Dam Failure, Hazardous Materials - Transportation Accident and Landslides.
9. **Number of Participants in Each Category**: Indicate the number of personnel that participated in the exercise or actual response in each appropriate category. In the categories of *Federal Agencies, Military, Volunteer Agencies* and *Other*, also list the specific agency or organization represented.

## **PART II - FUNCTIONS TESTED**

**Emergency Functions**: Indicate for each emergency function tested whether the evaluator assessment identified the function performance as; Satisfactory = (S), Needs Improvement (NI), or Not Tested (NT). For functions identified as Needing Improvement (NI), specify the area(s) within the function in which the improvement is needed by checking the appropriate box under *Planning, Training, Personnel, Equipment, or Facilities*.

### **PART III – ACTUAL OCCURRENCE DATA**

**Exercise Credit:** For forms submitted documenting an actual response, provide the numbers in each of the requested categories of; *Number Fatalities*, *Number Injured*, *Number Evacuated*, *Number Sheltered*, *Estimated Public Damages* (dollar figure), and *Estimated Private Damages* (dollar figure), as appropriate.

### **PART IV – GENERAL COMMENTS AND SIGNATURES**

This section can also be used to provide **brief and concise** comments to the State, Regional coordinators. Information could include innovative methods tried in either exercise or actual response operation, improvements in interaction between various agencies, or improved means of locating and transporting critically needed materials.

The person completing the form documenting the exercise or actual response is to sign the form in the **"Prepared By"** area and include their **"Title"** and the **"Date"** the paperwork was completed. The second signature block is for the State Exercise Officer's signature upon review and approval of the documentation as either an exercise or actual occurrence for substitute credit.

### **PART V – LESSONS LEARNED**

Provide a short narrative of the lessons learned for each function, as identified by the key at the bottom of the page, or a general discussion of overall lessons learned. Use additional sheets if necessary.

### **PART VI - CORRECTIVE ACTION NOTES**

For areas identified in **Part II – Functions Tested**, as Needs Improvement (NI) include the specific problem identified and a corrective action recommendation to improve the operational capability. Use the **Function Number** of the emergency function and the **Item Number** to link the comments to the function from the key at the bottom of the page (i.e. **1 = Planning; 2 = Training; 3 = Personnel; 4 = Equipment; 5 = Facility**). For example, assume Planning and Training for the Emergency Function of Warning were identified as Needs Improvement (NI). Comments regarding these areas are to be shown in the following format:

Function	Category (subfunction)	Item	Notes
2	Special needs population	1	The community has a large population of elderly persons. No special needs considerations were made to ensure persons and facilities specializing in elderly care received warning, as the situation required. The Emergency Management Plan and Warning Annex should be updated to include the specifics of ensuring warning to elderly citizens and other special needs populations.

<b>2</b>	<b>Special needs population</b>	<b>2</b>	Response personnel did not know how to handle many of the special needs of elderly citizens during times of emergency. This caused embarrassment to responders and citizens, and created additional stress for the elderly. Response personnel should receive training in how to handle the special needs of the elderly and other special needs populations within the community during emergencies and/or disasters.
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## **PART VII - BREAKDOWN OF PARTICIPANTS IN SELECTED CATEGORIES**

Enter a breakdown of the category of agency (see legend on the bottom of the page), name of the agency or group and number of participants from the specified agency that took part in the exercise.